

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASCADERO (DSH-A)
EMPLOYMENT OFFICE

JOB CLASSIFICATION: STAFF SERVICES ANALYST (HIRING AND EXAMS ANALYST)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

Under the supervision of the Staff Services Manager I and the guidance and direction of the Associate Governmental Program Analyst, the Staff Services Analyst (SSA) performs varied and complex hiring and examination assignments of average difficulty. This includes providing timely and appropriate hiring and exam consultation and technical assistance to program and hospital management, hiring supervisors, hospital staff and candidates.

60 % Assist in consulting and advising hospital Hiring Supervisors on hiring and examination process, to include ensuring laws, rules and regulations are followed. Post vacancies to the Exam Certification On-Line System (ECOS) and verify content is accurate. **Screen applications for eligibility to ensure minimum qualifications (MQ's) are met. Verify transfer eligibility to ensure applicants meet all law and rules.** Schedule hiring interviews and assist hiring supervisors with hiring criteria/questions. Process certification list withholds for applicants who do not meet MQ's. Clear certification lists when hiring selection is made. Recommend alternate options for recruitment to increase candidate pools and utilize the Recruitment Coordinators as additional resources.

25% **Assist with development and administration of civil service exams for all classifications at the facility under authority from Department of State Hospitals - Sacramento.** With direction, provide consultation on applications, exams, hires, and other employment issues. Research, interpret and apply laws, rules, specifications, classification audits and other matters relative to employment and testing. Verify candidates' eligibility to be hired in accordance with California Department of Human Resources laws and rules. Assign and orient Qualifications Appraisal Panel (QAP) members. Enter exam control information on CalHR's exam system. Schedule, proctor, and score written components and finalize results. Act as local contact and resource person to DSH - Sacramento regarding job analyses and exams. Assists Subject Matter Experts on the job analysis process. **Represent the hospital during exam preparation meetings with other State hospitals and provide technical expertise on the entire exam process.** Conduct audits following each phase of exam administration. Maintain exam files. Assist with the coordination of bilingual testing and reviewing requests for bilingual pay.

- 10% **Monitor, collect, and receive selected candidates' fingerprints through the Department of Justice (DOJ).** Review all positive supplemental applications and reports of criminal history from the DOJ on candidates, employees, volunteers, and contractors. Submit to Human Resources Director for review. Notify Position Control of results. Take fingerprints and photographs of current employees, prospective employees, and non-employees. Enter and update confidential information as needed. Assist to maintain non-employee badge information. Ensure non-employee's maintain eligibility by reviewing CII records. Advise DPS of non-employee badge eligibility. Review non-employee badge expirations advise if badges should be renewed.
- 5% Assist in hiring and exam process training as needed. Conduct random audits on hiring files to ensure compliance. Complete special projects as assigned.

2. SUPERVISION RECEIVED

Staff Services Manager I

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization.

ABILITY TO:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- Knowledge of Personnel policies, laws, rules, and regulations.
- Development and administration of civil service examinations.
- Provide consultation to supervisors on examinations and hiring.

TECHNICAL PROFICIENCY (SITE SPECIFIC) –

- Development and administration of civil service examinations.
- Provide consultation to managers on examinations, hiring, employment rules and regulations, specifications and related employment and testing matters.
- Understanding of the ECOS Examination and Certification systems.

6. LICENSE OR CERTIFICATION – N/A

7. TRAINING – Training Category = 10

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date

